

Department of the Army  
Headquarters, U.S. Army  
Army Sustainment Command  
1 Rock Island Arsenal  
Rock Island, IL 61299-6500

ASC Regulation 690-3

4 Jan 07

## Civilian Personnel

### SPONSORSHIP PROGRAM FOR CIVILIAN EMPLOYEES

---

Applicability. This regulation applies to all US Army Sustainment Command (ASC) organizations and installations.

Decentralized printing. Local reproduction of this regulation is authorized.

Supplementation. Supplementation of this regulation is authorized.

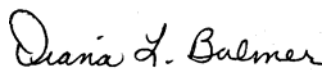
Proponent. The proponent is the Asst Chief of Staff for Human Resource Management, G-1. Users may send recommendations to HQ ASC (AMSAS-HRC), 1 Rock Island Arsenal, Rock Island, IL 61299-6500, e-mail [rock-amsas-hrc@conus.army.mil](mailto:rock-amsas-hrc@conus.army.mil).

Distribution. Approved for electronic distribution from the ASC Pubs Web page (<http://www.afsc.army.mil/im/rcdsmgt/pubs.htm>).

Supersession notice. Supersedes AFSCR 690-3, 13 Aug 04.

---

FOR THE COMMANDER:

  
DIANA L. BALMER  
Chief of Staff

---

<u>Contents</u>	<u>Paragraph</u>	<u>Page</u>
Purpose-----	1	2
References-----	2	2
Responsibilities-----	3	2
Procedures-----	4	3

1. Purpose. This regulation prescribes responsibilities and the procedures for implementing the Sponsorship Program for civilian employees.

2. References.

- a. AR 608-1, Army Community Service Center (ACS).
- b. AR 600-8-8, The Total Army Sponsorship Program.
- c. AMC Regulation 600-28, The Total Army Sponsorship Program.

3. Responsibilities.

- a. Supervisors will:
  - (1) Appoint individual sponsors for the arrival of each civilian employee.
  - (2) Establish and maintain a trained sponsorship pool to respond to program and unprogrammed arrivals.
  - (3) Provide reasonable duty time and administrative support to sponsors.
- b. Sponsors will:
  - (1) Maintain sponsorship training (this service is offered by the ACS).
  - (2) Contact incoming civilian employee to offer assistance and provide area and station information prior to arrival at duty station.
  - (3) Assist incoming civilian employee during in-processing.
- c. The Personnel Operations & Services Division (AMSAS-HRO) will prepare welcome letters for the CG's signature for new employees located at HQ ASC and send them out after signed.
- d. Brigade commanders will:
  - (1) Implement the sponsorship program for civilian employees per this regulation.

(2) Ensure that (ACS) relocation services are used to support civilian sponsorship.

(3) Require supervisors to appoint a sponsor for each new civilian employee prior to arrival.

(4) Require S1 to prepare welcome letters with brigade commander's signature welcoming new employees to the command.

#### 4. Procedures.

##### a. Supervisors will:

(1) Prepare draft training schedule prior to start date.

(2) Ensure work station and equipment are ready for incoming civilian employee's arrival.

(3) Ensure incoming civilian employee is enrolled in required training courses.

(4) Send incoming civilian employee letter welcoming them to the command and informing them of assigned sponsor.

(5) Appoint sponsor within 10 calendar days after supervisor has received official notification of new civilian employee's job acceptance. Sponsor must be in the same grade level or above incoming civilian employee (when practical), but in a non-supervisory role.

##### b. Sponsor will:

(1) Send a welcome letter to the incoming civilian employee. The letter will contain work address and telephone number where sponsor can be contacted. Other information that may be needed in advance of arrival should also be provided.

(2) Contact ACS to obtain welcome packet that includes work-site information as well as relocation information when applicable. Package should be sent within 10 days of initial contact of new hire. Sponsor should telephone incoming civilian employee, if possible.

(3) Respond timely to correspondence from incoming civilian employee. Sponsor should also meet and assist incoming civilian employee with in-processing, as needed.

(4) Set appointments and introduce incoming civilian employee to immediate chain-of-command and supervisors after in-processing is complete. A tour of the worksite should also be scheduled on behalf of the incoming civilian employee.